

Travel Reimbursement Worksheet

Name:	<u>Your Name</u>	Empl ID:	<u>Leave blank</u>
Destination:	<u>Tampa, FL</u>		
Departure Date:	<u>The date you start traveling (Oct 3rd or 4th)</u>	Departure Time:	<u>Remember to put AM or PM with each time</u>
Return Date:	<u>The date you return home (Oct 4th)</u>	Return Time:	<u></u>
Lodging/Cost:	<u>covered by hotel contract - if your hotel was separate then put the total here and add the receipt</u>		
Airline/Airfare:	<u>if you were approved for airfare, put the amount for reimbursement here</u>		
Car Rental/Cost:	<u>if you were approved for car rental, put the amount for reimbursement here</u>		
Map Mileage:	<u>put your total (both ways) map mileage here - you will need a Google map print out or something similar to verify the mileage one way</u>		
Other Expenses: (transportation, registration, parking, etc.)	<u>You can add tolls here, gas if you had a rental car (keep the receipts), luggage if you had airfare (keep the receipts), etc.</u>		
Additional Information:	<u></u>		

Please attach all original receipts to support expenses. This includes:

- Tolls
- Rental Cars (if approved)
- Air fare (if approved)

It is helpful if you tape the receipts to full size (8 1/2 x 11) sheets of paper. You can put several receipts on a single sheet.

You will need to include a printout from Google Maps or something similar to verify mileage. Printing just the directions portion will be fine as long as it shows the total miles one way.

Meals will be calculated based on your start and stop date/time. Travel reimbursement is only being provided for travel expenses on Tuesday (3) and Wednesday (4).

You do not need to include an agenda.

Put everything in the self-addressed envelope and mail it. Please complete this within two weeks after the meeting.